PO FLIP USER GUIDE FOR SUPPLIERS

Marketplace@home – Home Group's Purchase to Pay System

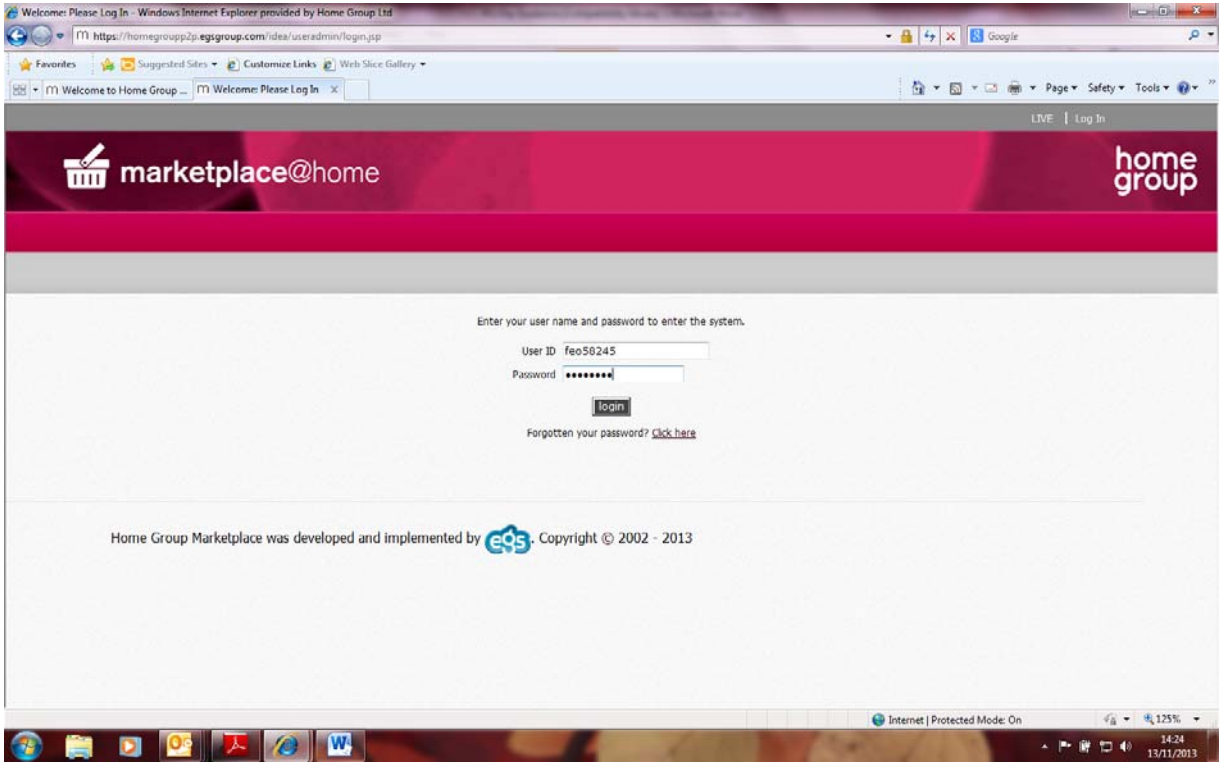
Once you have been approved as a supplier on marketplace@home you will receive a link to the system. This will be sent to the customer service email address you have submitted on the supplier request form. **Please note: this link is only valid for a 24 hour period.**

Click on the link which will take you to the welcome log in screen. You will be prompted to enter your user ID (feoxxxxx) and set a password. Your password is required to be at least 8 characters long and must contain 1 capital letter and 1 number. Once you have done these initial steps, please use the following link to log into the marketplace@home system for all future requirements:

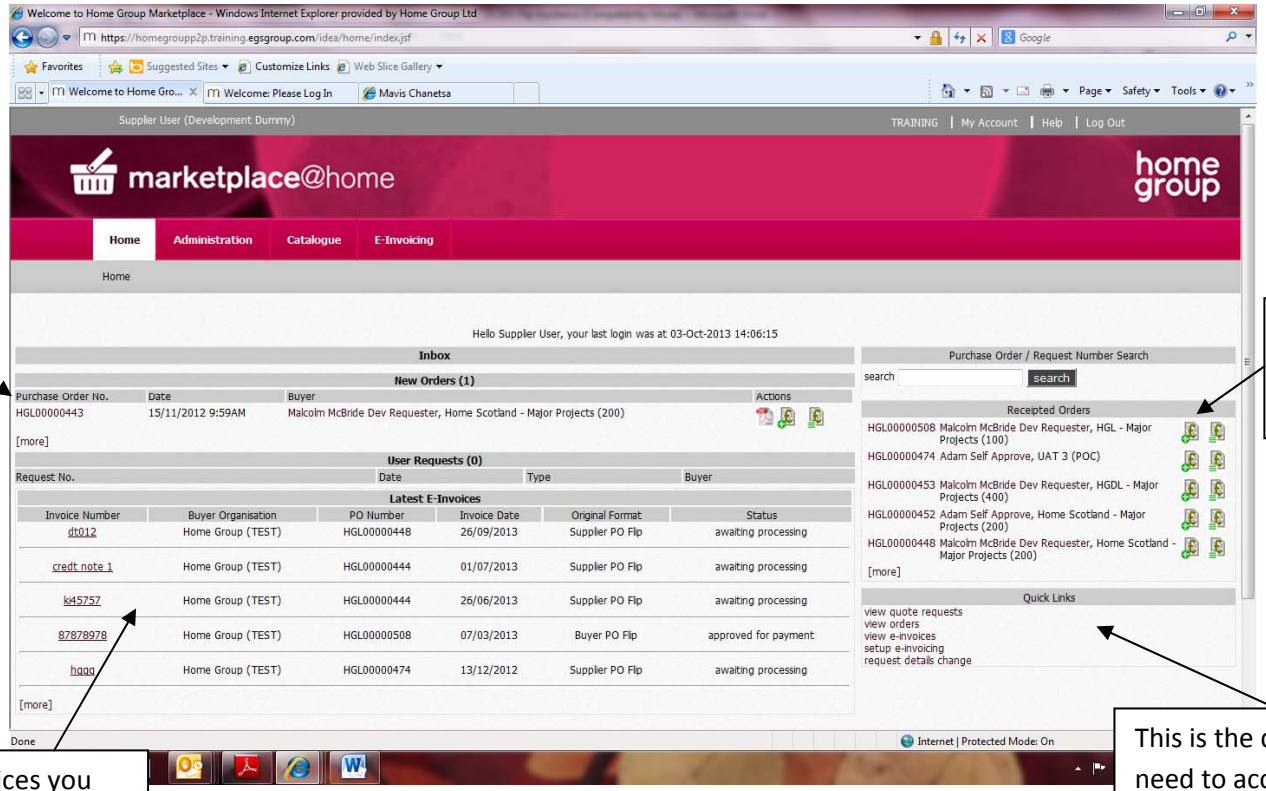
https://homegroupp2p.egsgroup.com/idea/useradmin/login.jsp

Do not save the link contained within the welcome email for future use.

Each time you log into marketplace@home, you will be required to type in your user ID and password, please see below:


marketplace@home
home group
Enter your user name and password to enter the system.
User ID feo58245
Password
login
Forgotten your password? Click here
Home Group Marketplace was developed and implemented by eqs. Copyright © 2002 - 2013

Once logged in, you will be directed to the supplier portal home page. You will now be able to see all orders raised against you, orders that we have receipted, orders you have invoiced against and also a quick links guide.


Welcome to Home Group Marketplace - Windows Internet Explorer provided by Home Group Ltd
https://homegroupp2p.training.egsgroup.com/idea/home/index.jsf
Supplier User (Development Dummy)
TRAINING | My Account | Help | Log Out
marketplace@home
home group
Home
Administration
Catalogue
E-Invoicing
Home
Hello Supplier User, your last login was at 03-Oct-2013 14:06:15
Inbox
New Orders (1)
Purchase Order No. | Date | Buyer | Actions
HGL00000443 | 15/11/2012 9:59AM | Malcolm McBride Dev Requester, Home Scotland - Major Projects (200)
[more]
User Requests (0)
Request No. | Date | Type | Buyer
Latest E-Invoices
Invoice Number | Buyer Organisation | PO Number | Invoice Date | Original Format | Status
dt012 | Home Group (TEST) | HGL00000448 | 26/09/2013 | Supplier PO Flip | awaiting processing
credt note 1 | Home Group (TEST) | HGL00000444 | 01/07/2013 | Supplier PO Flip | awaiting processing
kl45757 | Home Group (TEST) | HGL00000444 | 26/06/2013 | Supplier PO Flip | awaiting processing
87878978 | Home Group (TEST) | HGL00000508 | 07/03/2013 | Buyer PO Flip | approved for payment
hqqq | Home Group (TEST) | HGL00000474 | 13/12/2012 | Supplier PO Flip | awaiting processing
[more]
Purchase Order / Request Number Search
search
search
Receipted Orders
HGL00000508 Malcolm McBride Dev Requester, HGL - Major Projects (100)
HGL00000474 Adam Self Approve, UAT 3 (POC)
HGL00000453 Malcolm McBride Dev Requester, HGDL - Major Projects (400)
HGL00000452 Adam Self Approve, Home Scotland - Major Projects (200)
HGL00000448 Malcolm McBride Dev Requester, Home Scotland - Major Projects (200)
[more]
Quick Links
view quote requests
view orders
view e-invoices
setup e-invoicing
request details change
Done
Internet | Protected Mode: On

New orders are shown here

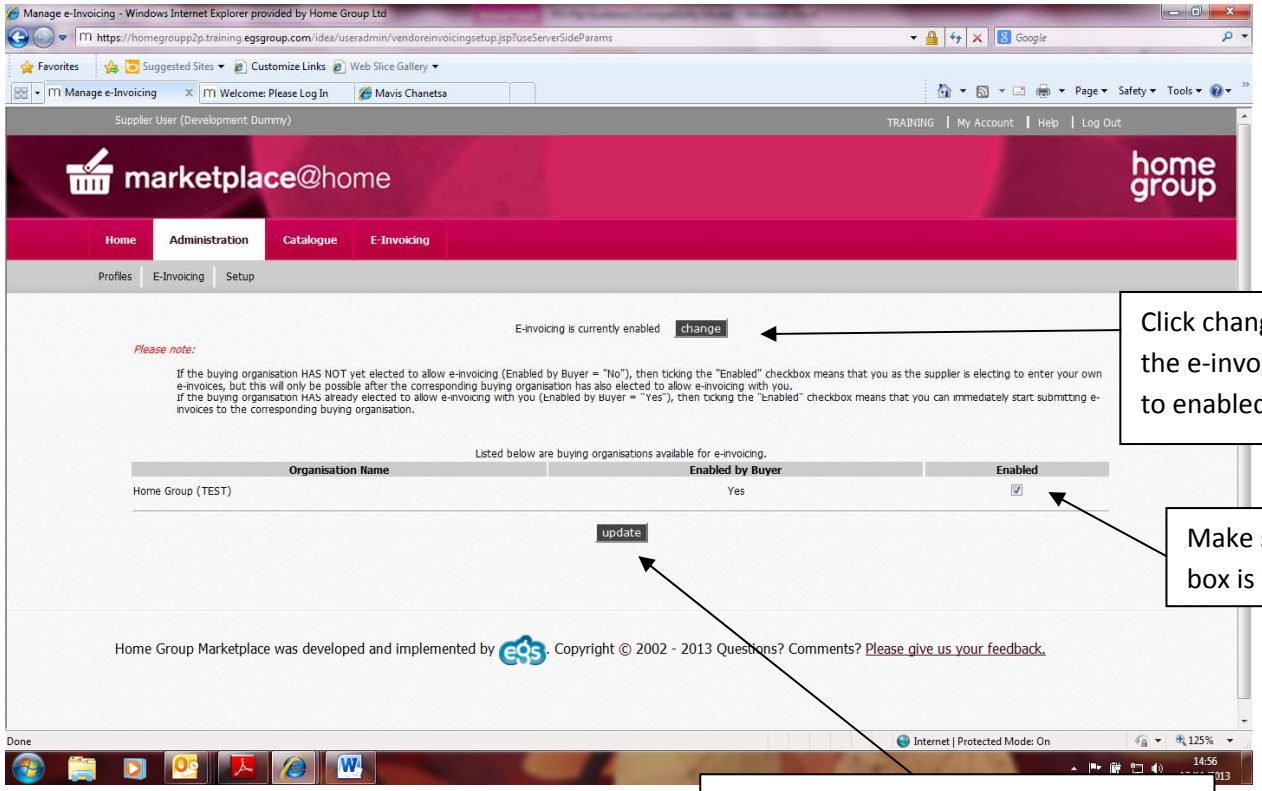
Shows all purchase orders that have been receipted by Home Group

This section shows invoices you have already submitted

This is the quick links section. You will need to access the “set up e-invoicing” of this section to activate the PO flip functionality. Please see below steps to activate the PO flip function.

How to set up PO flip

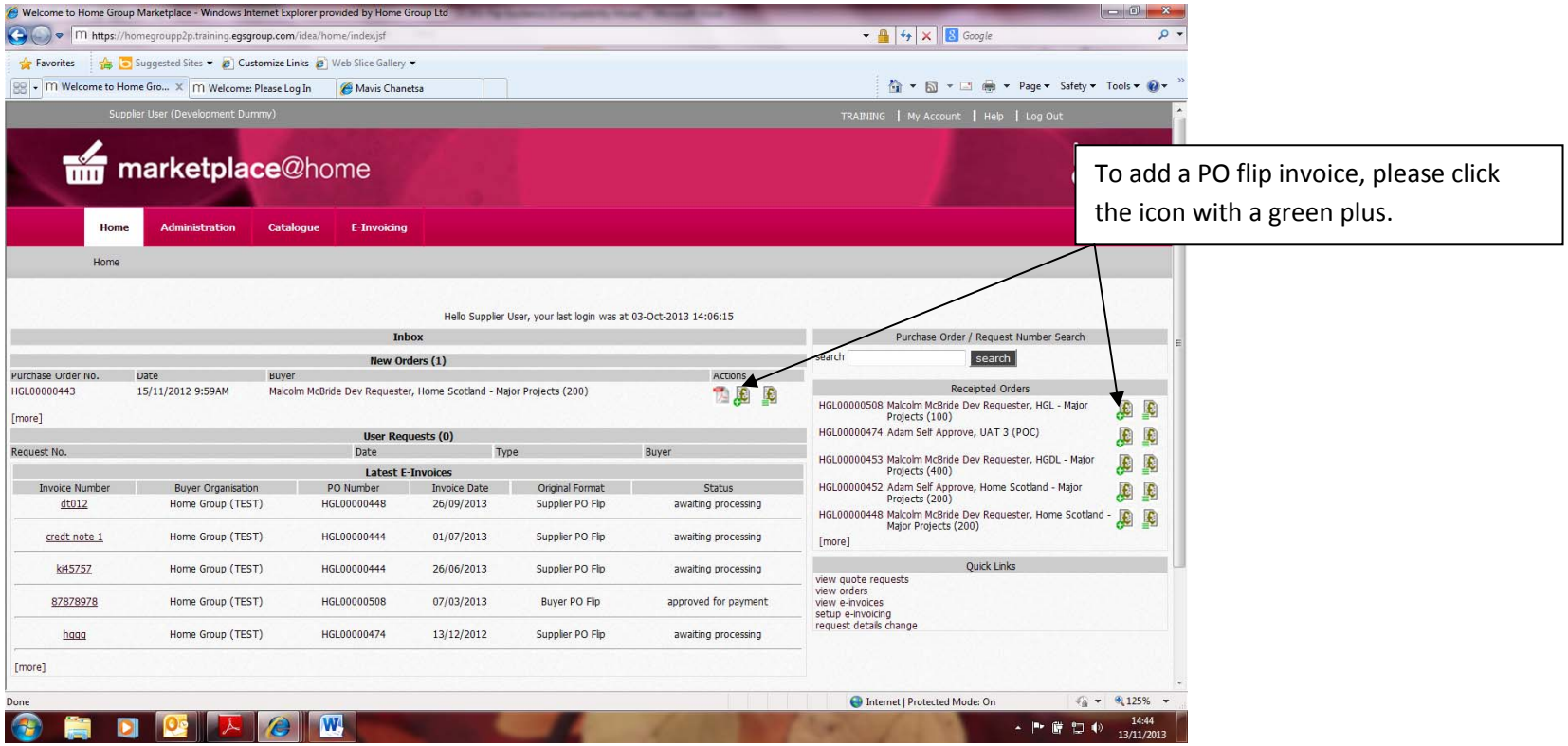
Once you have selected “set up e-invoicing” as instructed in the above step, you will need to click the button highlighted “change” this should change the e-invoicing from disabled to enabled. You will also need to tick the box under enabled and click update.


Manage e-Invoicing - Windows Internet Explorer provided by Home Group Ltd
Supplier User (Development Dummy)
TRAINING | My Account | Help | Log Out
marketplace@home
home group
Home
Administration
Catalogue
E-Invoicing
Profiles
E-Invoicing
Setup
E-invoicing is currently enabled
change
Please note:
If the buying organisation HAS NOT yet elected to allow e-invoicing (Enabled by Buyer = "No"), then ticking the "Enabled" checkbox means that you as the supplier is electing to enter your own e-invoices, but this will only be possible after the corresponding buying organisation has also elected to allow e-invoicing with you.
If the buying organisation HAS already elected to allow e-invoicing with you (Enabled by Buyer = "Yes"), then ticking the "Enabled" checkbox means that you can immediately start submitting e-invoices to the corresponding buying organisation.
Listed below are buying organisations available for e-invoicing.
Organisation Name
Enabled by Buyer
Enabled
Home Group (TEST)
Yes
update
Home Group Marketplace was developed and implemented by eqs. Copyright © 2002 - 2013 Questions? Comments? Please give us your feedback.
Done
Internet | Protected Mode: On
125%
Click change, this will change the e-invoicing from disabled to enabled.
Make sure the enabled box is ticked
Once you have clicked update, you will now be able to PO flip all future invoices.

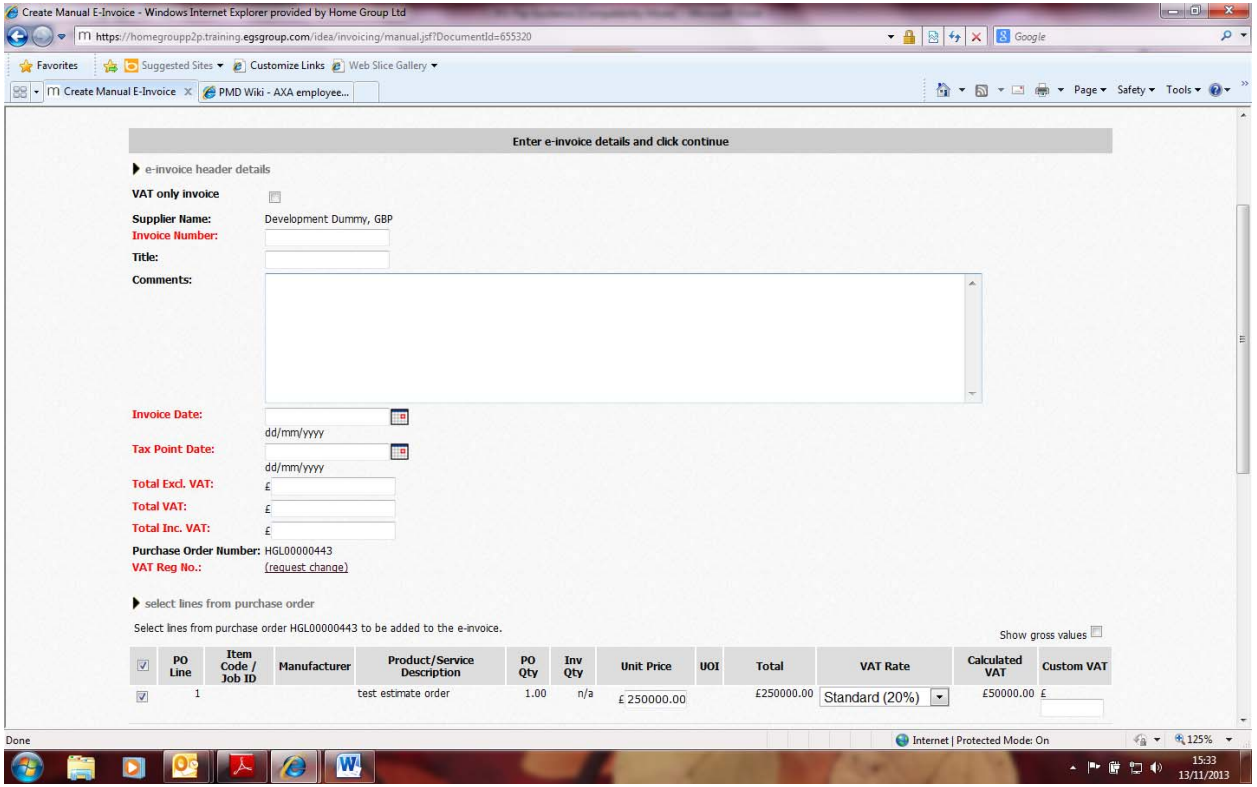
Please note: this is a one off step, you will not need to do this every time you log into the system.

How to create a PO flip invoice

Find the Purchase order you would like to raise an invoice against and click on the icon with the green plus sign.



Once you have clicked on the icon with the green plus you will be directed to the below screen. Only the fields in red need to be completed. All other fields can be left blank or completed if you wish to add additional information.

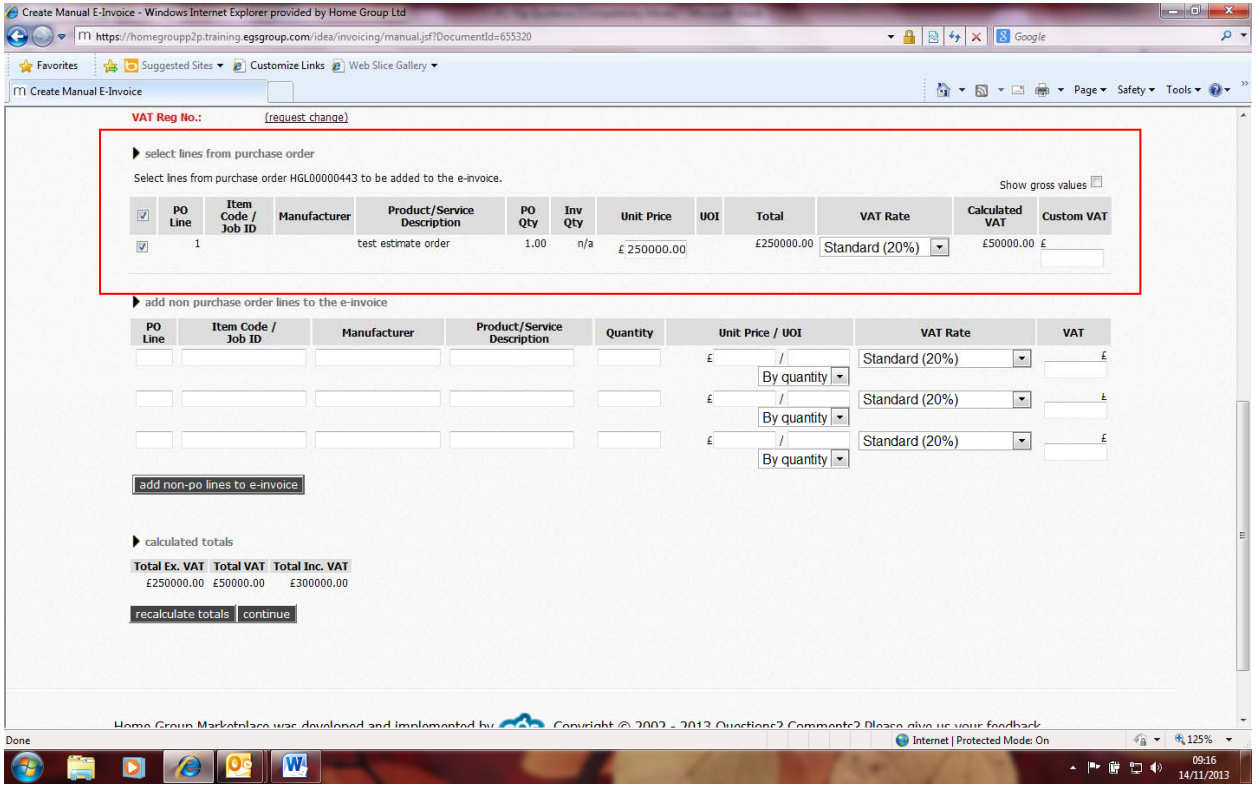


- **If you are submitting an invoice for the same amount as the purchase order, please use the following steps:**
- Please ensure all invoice numbers are unique, if you do not submit a unique invoice this will result in an error and you will not be able to process your invoice.
- Please choose the invoice date from the calendar icon located next to the invoice date box. The invoice date can be inputted as todays date or a date in the past as long as it does not precede the purchase order date. Future dates will not be accepted and will create an error message if inputted.
- The tax point date is usually inputted the same as the invoice date.
- Complete the fields “total excl VAT, VAT and total incl VAT” with the correct totals. These totals will usually match the values quoted on the purchase order.

- Click continue and then submit, you should then see a message stating “e-invoicing successfully created”. This message informs you that you have created the invoice successfully.

If you wish to invoice for a different amount from the purchase order, please follow the above steps and additional steps below:

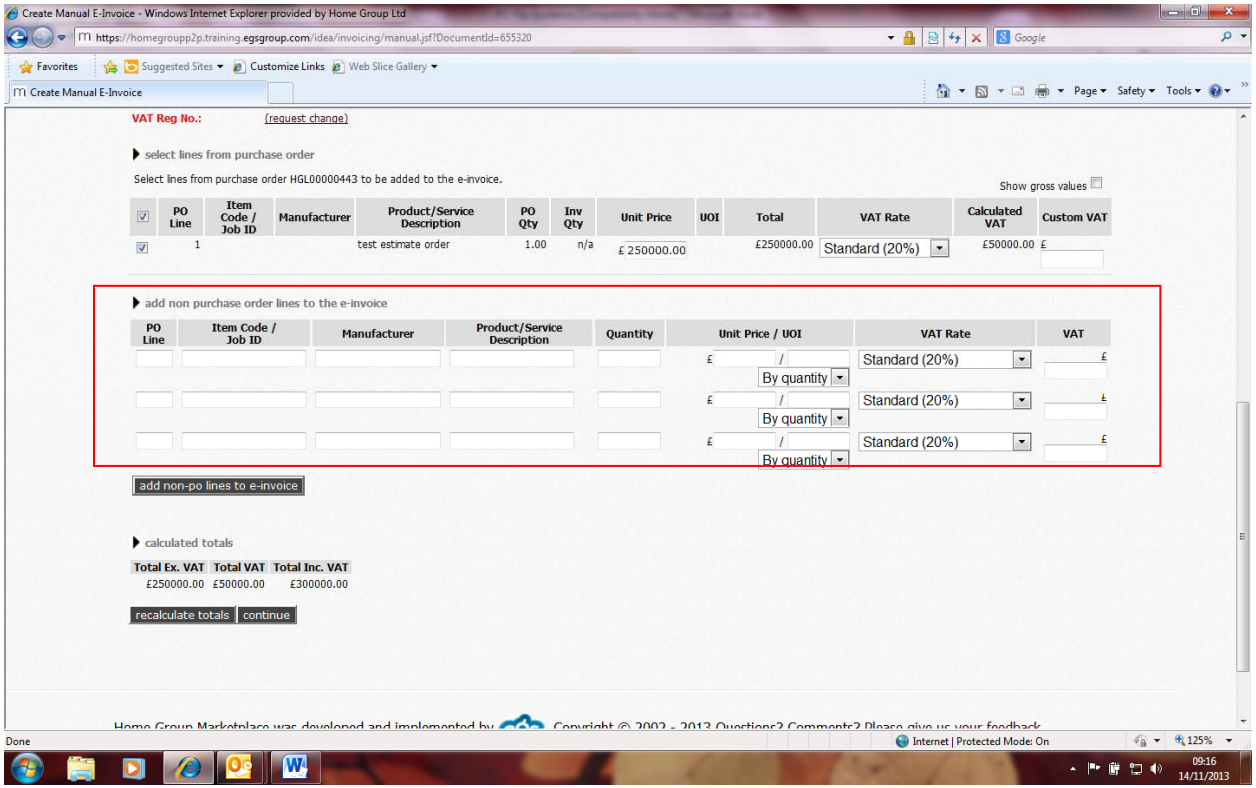
- Please tick the line you wish to invoice against under “select line from purchase order” and overtype the amount in the “unit price” box with the amount you wish to invoice against and select “recalculate total”, continue and submit, you should then see a message stating “e-invoicing successfully created”. This message informs you that you have created the invoice successfully.



To add an extra invoice line for items/goods not currently included on the purchase order, please complete the additional following steps:

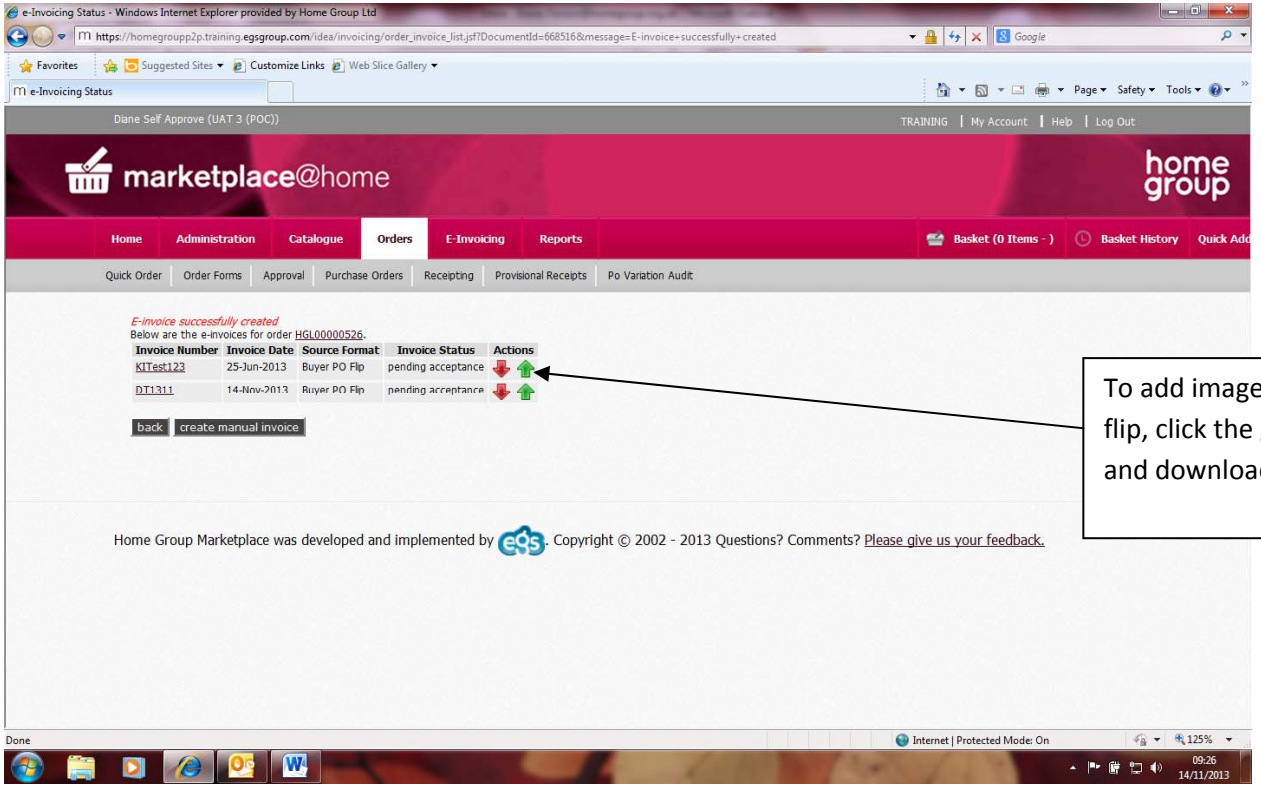
- Leave PO line blank
- Items code/job ID and manufacturer field’s needs to be completed. If they are not relevant, please type N/A.
- Product/service description should always be completed.

- Complete quantity and unit price as applicable.
- Click “add non- PO lines to an invoice” once you have finished and then press “recalculate totals”
- Click continue and then submit, you should then see a message stating “e-invoicing successfully created”. This message informs you that you have created the invoice successfully.



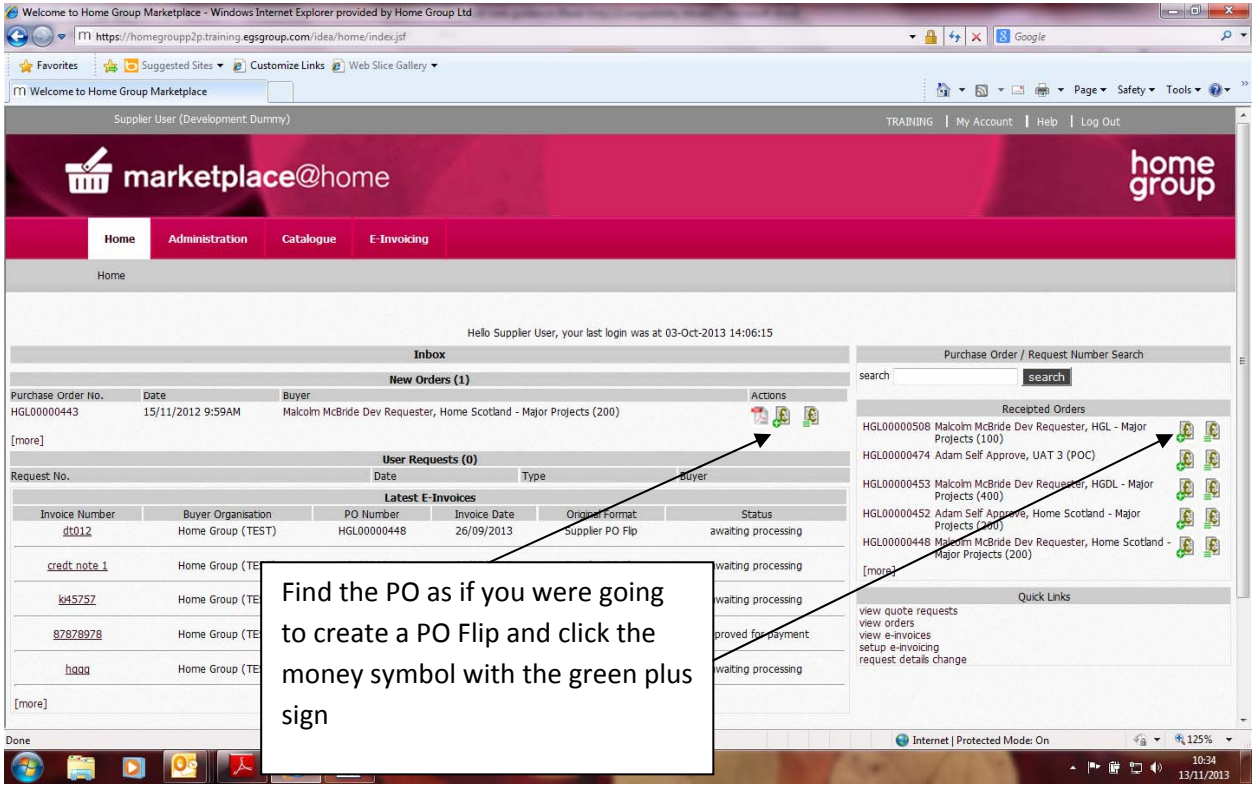
To add an image/ copy of the invoice to the PO flip, please complete the following steps:

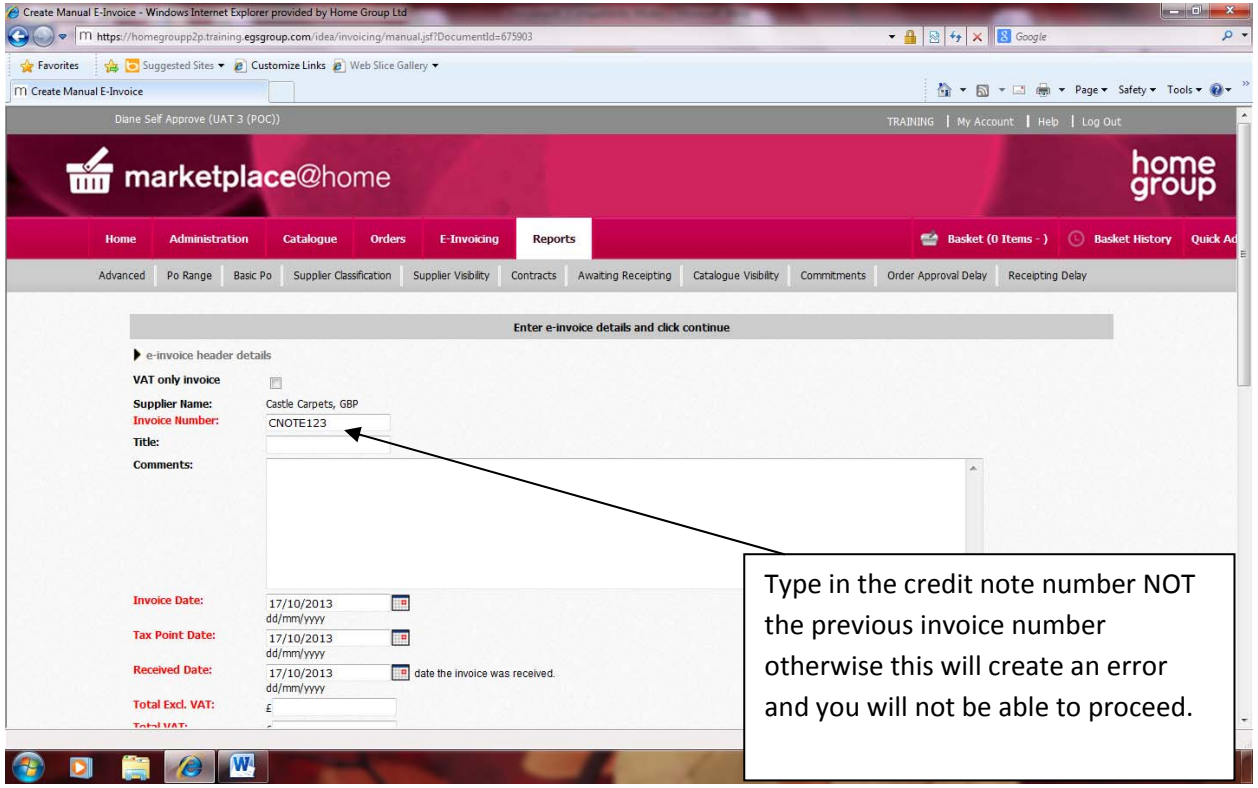
- You can add an image to the PO flip if you require the requisitioner to have additional information, for example a quote or further breakdown of the invoice. You are able to do this at the very last stage after you have been advised “e-invoice.

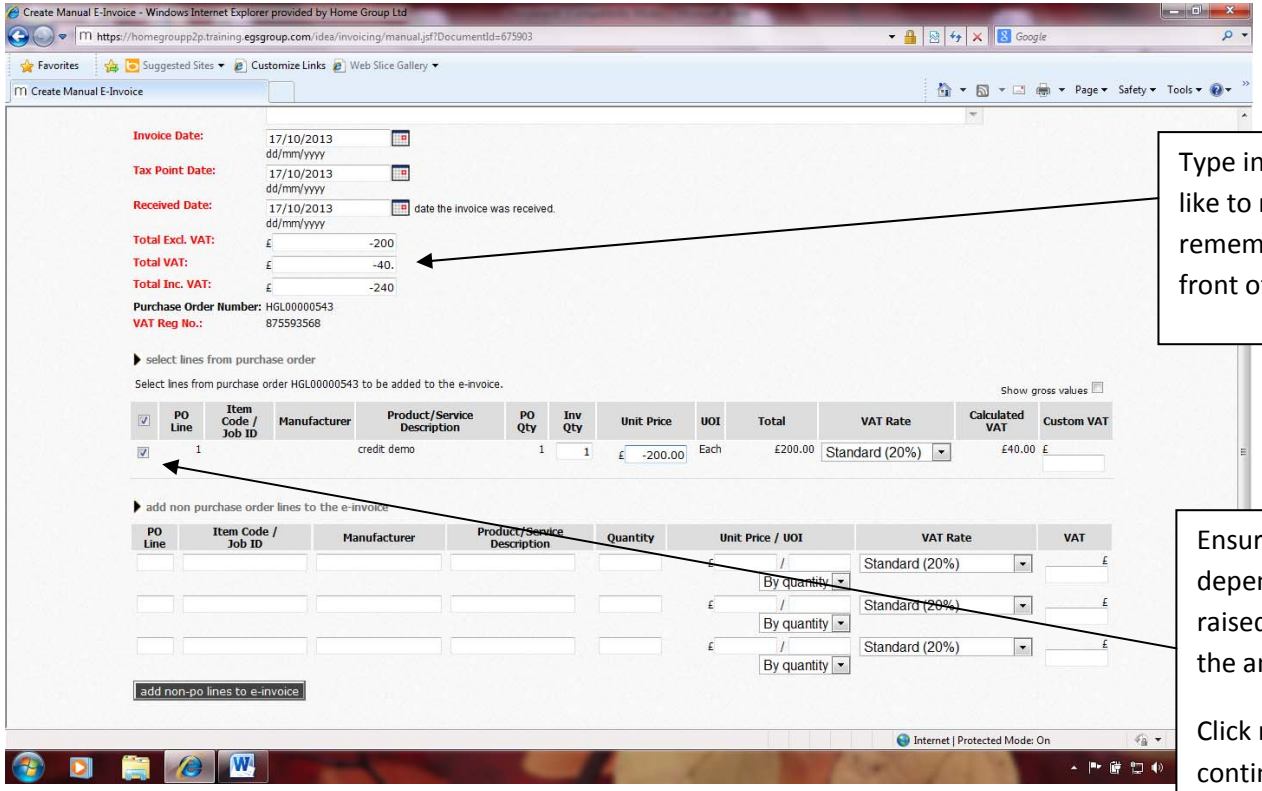


To add image to your PO flip, click the green arrow and download image.

How to raise a credit note




Create Manual E-Invoice - Windows Internet Explorer provided by Home Group Ltd
https://homegroupp2p.training.egsgroup.com/idea/invoicing/manual.jsf?DocumentId=675903
Create Manual E-Invoice
Diane Self Approve (UAT 3 (POC))
TRAINING | My Account | Help | Log Out
marketplace@home
home group
Home
Administration
Catalogue
Orders
E-Invoicing
Reports
Basket (0 Items -)
Basket History
Advanced
Po Range
Basic Po
Supplier Classification
Supplier Visibility
Contracts
Awaiting Receipting
Catalogue Visibility
Commitments
Order Approval Delay
Receipting Delay
Enter e-invoice details and click continue
e-invoice header details
VAT only invoice
Supplier Name:
Castle Carpets, GBP
Invoice Number:
CNOTE123
Title:
Comments:
Invoice Date:
17/10/2013
dd/mm/yyyy
Tax Point Date:
17/10/2013
dd/mm/yyyy
Received Date:
17/10/2013
dd/mm/yyyy
date the invoice was received.
Total Excl. VAT:
£
Type in the credit note number NOT the previous invoice number otherwise this will create an error and you will not be able to proceed.


Create Manual E-Invoice - Windows Internet Explorer provided by Home Group Ltd
https://homegroupp2p.training.egsgroup.com/idea/invoicing/manual.jsf?DocumentId=675903
Create Manual E-Invoice
Invoice Date: 17/10/2013 dd/mm/yyyy
Tax Point Date: 17/10/2013 dd/mm/yyyy
Received Date: 17/10/2013 dd/mm/yyyy date the invoice was received.
Total Excl. VAT: £ -200
Total VAT: £ -40.
Total Inc. VAT: £ -240
Purchase Order Number: HGL00000543
VAT Reg No.: 875593568
select lines from purchase order
Select lines from purchase order HGL00000543 to be added to the e-invoice.
Show gross values
PO Line | Item Code / Job ID | Manufacturer | Product/Service Description | PO Qty | Inv Qty | Unit Price | UOI | Total | VAT Rate | Calculated VAT | Custom VAT
1 credit demo 1 1 £ -200.00 Each £200.00 Standard (20%) £40.00 £
add non purchase order lines to the e-invoice
PO Line | Item Code / Job ID | Manufacturer | Product/Service Description | Quantity | Unit Price / UOI | VAT Rate | VAT
Standard (20%)
By quantity
add non-po lines to e-invoice
Internet | Protected Mode: On

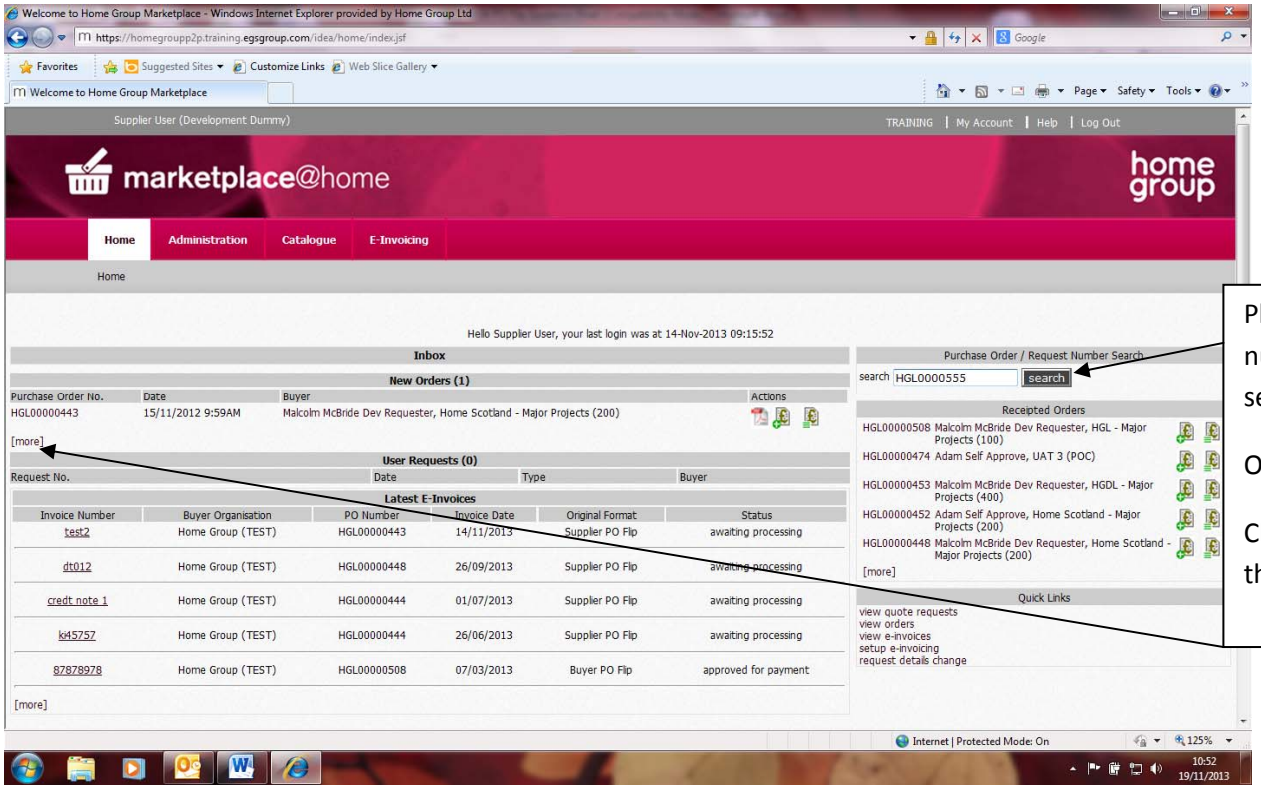
Type in the amount you would like to raise a credit against, remember to place a minus sign in front of the value.

Ensure this line is ticked and depending on how the order was raised place a minus in front of the amount or qty.

Click re-calculate totals and then continue and submit.

I can't find the Purchase order

The Home screen will only show you the 5 most recent purchase order raised. If the order you are searching for is older than this, please follow the below steps:


Welcome to Home Group Marketplace - Windows Internet Explorer provided by Home Group Ltd
https://homegroupp2p.training.egsgroup.com/idea/home/index.jsf
Supplier User (Development Dummy)
TRAINING | My Account | Help | Log Out
marketplace@home
home group
Home
Administration
Catalogue
E-Invoicing
Hello Supplier User, your last login was at 14-Nov-2013 09:15:52
Inbox
New Orders (1)
Purchase Order No. | Date | Buyer | Actions
HGL00000443 | 15/11/2012 9:59AM | Malcolm McBride Dev Requester, Home Scotland - Major Projects (200)
[more]
User Requests (0)
Request No. | Date | Type | Buyer
Latest E-Invoices
Invoice Number | Buyer Organisation | PO Number | Invoice Date | Original Format | Status
test2 | Home Group (TEST) | HGL00000443 | 14/11/2013 | Supplier PO Flip | awaiting processing
dt012 | Home Group (TEST) | HGL00000448 | 26/09/2013 | Supplier PO Flip | awaiting processing
credt note 1 | Home Group (TEST) | HGL00000444 | 01/07/2013 | Supplier PO Flip | awaiting processing
kl45757 | Home Group (TEST) | HGL00000444 | 26/06/2013 | Supplier PO Flip | awaiting processing
87878978 | Home Group (TEST) | HGL00000508 | 07/03/2013 | Buyer PO Flip | approved for payment
[more]
Purchase Order / Request Number Search
search HGL0000555 search
Receipted Orders
HGL00000508 Malcolm McBride Dev Requester, HGL - Major Projects (100)
HGL00000474 Adam Self Approve, UAT 3 (POC)
HGL00000453 Malcolm McBride Dev Requester, HGDL - Major Projects (400)
HGL00000452 Adam Self Approve, Home Scotland - Major Projects (200)
HGL00000448 Malcolm McBride Dev Requester, Home Scotland - Major Projects (200)
[more]
Quick Links
view quote requests
view orders
view e-invoices
setup e-invoicing
request details change
Internet | Protected Mode: On
125%
10:52
19/11/2013

Please type in the purchase order number in the blank field and click search

OR

Click the more icon and search for the month the order was raised.

Please note: Goods and Services should only be provided to Home Group if an official purchase order number is quoted. The valid purchase order format is: HGLXXXXXXXX, where "x" indicates a number.

If you have any questions, require additional support or information on this process. Please contact the Procurement team on: 0191 290 7637.

If you have any payment queries, please contact the Accounts Payable department on: 0845 155 0384, option 2.